

JOB DESCRIPTION

Job Title: Adventurous Training Lead
Grade: 10
Reporting to: Assistant Head & DSL
Contract: Full-time, 37 hours / Annualised, 52 weeks per year

Purpose and Impact

Responsible for leading, organising, and delivering a culture of outdoor learning for both staff/volunteers and students. Act as a role model expedition leader, enthusing and motivating students, volunteers and colleagues whilst demonstrating a real passion for adventurous outdoor activities.

Above all an adventurous and creative leader with a commitment to the continuous improvement of the Adventurous Training offer.

Key Responsibilities and Duties

Duties to include but not limited to:

Organise and develop the overall Adventure Training provision and strategy:

- To oversee delivery of the Adventurous Training Programme, including recruitment, retention and training of students, volunteers/staff (including the AT Assistant), ensuring high completion rates.
- To manage the delivery of expeditions, ensuring that procedures are implemented, including letters and consent forms for parents, briefing notes for leaders and supervisors, risk assessments, training for participants, information booklets, equipment, etc.
- Co-ordination of DofE programme - oversee the delivery of Bronze, Silver and Gold.
- Overall management of Ten Tors Challenge training.
- Overall management of Assistant Expedition Leader Awards.
- Work alongside partner primary and secondary schools to develop the Character Development Programme.
- Organise the selection of attendees for the Rotary Young Leaders Award.
- To ensure the standard conditions of any Adventure Activities Licence Authority (AALA) are met.
- To form good relationships with students that promote enjoyment of the Adventurous Training Programme and are in line with the school's aims, policies and development plans.
- To keep the Adventurous Training Programme Management Board and the Headteacher informed about issues and progress in Adventurous Training Programme, including rates of participation and any concerns, developments or annual requirements.
- To liaise, communicate and work with the national and local authorities as required.
- To manage an up-to-date database of volunteers, working with HR to ensure completion of necessary forms, DBS, other required checks, minibuses licenses, and necessary training, including Child Protection & Prevent.
- To be committed to the safeguarding of children and young people in accordance with the Trust's safeguarding and child protection policy
- Planning and managing the health and safety of events and expeditions, and the participants in attendance.
- Introduce KS3 students to outdoor education.
- Run lunch time activities and small group team building sessions to help build positive relationships and engagement with KS3 students.

Gateway Alternative Provision Support

- Engage and inspire disadvantaged and vulnerable students through outdoor and adventurous activities.
- Develop and deliver tailored training sessions that build confidence, resilience, and teamwork.
- Support Gateway staff in integrating outdoor learning into students' individual development plans.

- Act as a mentor and role model, helping students overcome barriers to engagement and achievement.

PE Department Support

- Provide cover support for PE lessons and activities when needed.
- Assist in delivering PE lessons and extra-curricular sporting opportunities.

Policies:

- To ensure that effective policies and procedures are in place and being followed so that the needs of all pupils are met as appropriate.
- To keep up-to-date with Adventurous Training developments and regulations and implement changes as appropriate.
- To ensure that relevant policies and procedures are reviewed and updated annually (or as necessary).
- Develop Standard Operating Procedures linked to safeguarding and H&S Regulations.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns as necessary.

Costs/Budget:

- To monitor and evaluate the delivery of the Adventurous Training Programme, including value for money.
- To manage the Adventurous Training Programme budget and equipment store.
- Quality assurance of all programme areas.
- Management of AT Budget.
- Fundraising to support the AT programme's priorities.

Marketing/Promotion:

- To ensure that material/displays are in place for partner school newsletters, open days and other events.
- Internal marketing of AT programmes.
- External publicity of programme working with the SAST Head of Marketing and Communications
- Course design and production of training resources.

Training/Events:

- To attend training sessions, expeditions, Award Ceremonies, and other events, as necessary.
- To plan, staff and organise the annual calendar of events, liaising with the Senior Leadership Team to ensure as few clashes as possible with other activities, events, etc
- To strive for personal and professional development through active involvement in the School's appraisal system and performance management procedures

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties, tasks and responsibilities commensurate with the grade of their post. This will not substantially change the nature of the post.

Supervision and management:

Responsibility for:

Act as a mentor, to manage, lead, support and train the Adventurous Training Assistant.

Supervisory responsibility for staff/volunteers

Working Environment:

The role requires working out of doors, in all (sometimes unpredictable) weather conditions. The work requires moderate to high levels of physical effort. It involves lifting and handling of equipment and other resources required for events and expeditions.

You are required to be a role model for the staff and students you work with, adhering to the Health & Safety procedures.



Contacts and Relationships:

Regular communication with staff, volunteers, parents, students, national and local authorities and other external contacts as required. Ensure communication is professional and appropriate.

Work Demands:

There will be an expectation to work across holiday periods, working flexibly as required. Some long hours days/weekends will need to be worked during events and expeditions (with rest days as necessary to compensate)

Equality and Diversity

SAST recognises the benefit of having a diverse workforce and is committed to building a workforce which reflects diversity from the communities it serves. SAST values the contributions from all staff from a wide range of different backgrounds and actively seeks to promote an environment that is free from discrimination and harassment and at the same time supports fair promotion and cultural acceptance. Under the provision of the Equality Act 2010 SAST welcomes applications from everyone and operates a recruitment process which is fair and does not discriminate against or disadvantage anyone because of their age, disability, gender reassignment status, marriage or civil partnership status, pregnancy or maternity, race or nationality, religion or belief, sex or sexual orientation.

Safeguarding Responsibilities for this post

Safeguarding responsibilities associated with this role may include engagement in regulatory activity, such as administering first aid or supporting an upset child. It may have some contact with young people on a day-to-day basis. SAST is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and the post is subject to safeguarding checks, including an enhanced DBS check and Children's Barred List check. The post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

PERSON SPECIFICATION

Applicants will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. You will be assessed in some or all of the specific areas over the course of the selection process.

Essential

Essential criteria are the minimum requirement for the above post.

Qualifications/ training/registrations	
Required by law, and/or essential to the performance of the role	
1.	Mountain Leader Award
2.	Current and valid First Aid Certificate
3.	Clean driving licence
Experience	
4.	Leading and coordinating outdoor learning/activities (preferably in an education setting)
5.	Managing equipment such as PPE
6.	Leading/managing a group of people (i.e. staff/volunteers)
7.	Knowledge and experience of implementing and monitoring risk assessments and H&S regulations.
Skills, abilities & knowledge	
8.	Enjoy working with young people – to coach, inspire, motivate, challenge support and encourage.
9.	Excellent communication skills – with the ability to embrace and contribute to the vision of the school
10.	Highly organised, ability to develop strategies and execute plans in an efficient manner.
11.	High degree of professionalism.
12.	Solid knowledge of outdoor learning and activities
13.	Knowledge/understanding of the Duke of Edinburgh award scheme and Ten Tors
14.	Work independently and under their own initiative.
Other	
15.	Passionate about outdoor learning
16.	Good role model
17.	Be positive, optimistic, caring, kind and approachable

Desirable

Desirable criteria will be used in the event of a large number of applicants meeting the minimum essential requirements.

Qualifications/ training/registrations	
18.	University degree or teaching qualification in relevant subject (i.e. P.E., Sport, Geography)
19.	Hill and Moorland Leader
20.	Mountain biking leader
21.	Rock climbing instructor (RCI)
22.	Other relevant training awards/certificates such as cadets, sailing, caving etc.
Skills, abilities & knowledge	
23.	Admin skills
24.	ICT skills

Approval			
Manager		Date	